CPS Test System User Guide

2009-2010

U.S. Department of Education

FEDERAL STUDENT AID

TABLE OF CONTENTS

Preface

About This Guide

The CPS Test System User Guide describes Federal Student Aid's Central Processing System (CPS) Test System and the testing process. It provides testing instructions for the mainframe test environment, as well as instructions for using the Web Demonstration (Demo) site, fafsademo.test.ed.gov.

This guide assists staff members of schools and software development companies that create systems to exchange application and correction data with the CPS. State agencies can also refer to this guide when testing their systems' ability to receive Institutional Student Information Records (ISIRs).

This guide is also a resource for financial aid administrators (FAAs) and others in the financial aid community who are interested in using the Web Demo site for training purposes. Users of the Web Demo site can complete and submit sample FAFSA on the Web applications, as well as make corrections using Corrections on the Web. In addition, financial aid administrators can use the Web Demo site to train their staff on FAA Access to CPS Online.

If you have questions, see "Getting Help" on page 15 of this guide for technical support options.

Holiday Closings for the 2009-2010 Processing Cycle

The CPS Test System is not available on the holidays listed in the table below. A network message will be sent to notify you when they are scheduled.

Holiday	2008	2009
New Year's Day	Tuesday, January 1	Thursday, January 1
Martin Luther King Day	Monday, January 21	Monday, January 19
Memorial Day	Monday, May 26	Monday, May 25
Independence Day	Friday, July 4	Friday, July 3
Labor Day	Monday, September 1	Monday, September 7
Thanksgiving Day	Thursday, November 27	Thursday, November 26
Day after Thanksgiving	Friday, November 28	Friday, November 27
Day before Christmas		Thursday, December 24
Christmas Day	Thursday, December 25	Friday, December 25
Day after Christmas	Friday, December 26	

CPS Test System

Overview

What can be tested on the CPS Test System?

The CPS Test System includes two testing environments: a mainframe test environment and a Web Demo site (fafsademo.test.ed.gov).

Mainframe Test System

The mainframe portion of the CPS Test System is designed to test application and correction data processing between your system and the CPS outside the production environment.

You can use CPS test files of application records and matching ISIRs, or you can create and submit your own application test records.

To submit *only* test correction records you have created, you must call CPS/SAIG Technical Support to request record IDs that will process successfully in the CPS Test System. At the end of each processing day, the test database tables are cleared and the original data needed for correction processing are restored.

Note: We recommend you test your correction process.

Issues Log

We will post a Microsoft Excel spreadsheet listing issues or changes made to the Mainframe Test System. Each entry in the log includes the date the item was identified, resolved, or resulted in a change. The log is updated throughout the cycle when changes are made to the system. It includes the status of resolved and unresolved issues so that you can easily determine if and when previously identified issues were resolved. It also indicates whether the specifications or test cases have been updated for 2009-2010.

The Issues Log is available on the Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov. Select **Technical References and Guides**, scroll to **CPS Test System**, and select **2009-2010**.

Web Demo Site

This portion of the CPS Test System contains demonstration versions of both the FAFSA on the Web and FAA Access to CPS Online Web sites, allowing users to complete and submit sample FAFSA on the Web applications in a test environment.

 The FAFSA on the Web Demo site can be used to demonstrate electronic applications to parents and students or as an aid in training financial aid administrators to help students complete electronic applications. Financial aid administrators can also use the Web Demo site to become familiar with FAA Access to CPS Online and train their staff to use the system.

See page 13 of this user guide for a complete description of the Web Demo site.

CPS Test System Availability

Mainframe Test System

The most recent cycle of the CPS Test System is available for a 12-month period. Effective the week of November 24, 2008, the 2009-2010 mainframe test system will replace the 2008-2009 system.

Note: If changes to the CPS occur between the date the 2009-2010 test system becomes available and January 2, 2009 (the date the CPS system begins processing 2009-2010 data), the changes will be incorporated into the test system as they are identified and resolved. They will be noted on the Issues Log posted on the FSAdownload Web site.

Web Demo Site

The FAA Access to CPS Online and FAFSA on the Web demo sites will be available for use in early December 2008. Federal Student Aid will post an announcement on FSATECH, the Information for Financial Aid Professionals (IFAP) Web site at ifap.ed.gov, and the Student Aid Internet Gateway (SAIG) when the site is updated for 2009-2010.

Functionality for the ISIR Analysis Tool will be available on the FAA Access to CPS Online demo site beginning in April 2009, coinciding with the release of the 2009-2010 production version of the ISIR Analysis Tool.

Getting Started

Steps for Getting Started

1. Obtain a Destination Point Number

To use the CPS Test System, you must be able to transmit data over the Student Aid Internet Gateway (SAIG). To do this, you must be enrolled as a destination point. Destination points are designated by a TG number assigned by Federal Student Aid. If you need a destination point number (also called a TG number), enroll online at the SAIG enrollment Web site:

fsawebenroll.ed.gov

CPS/SAIG Technical Support will mail you a TG number. Your TG number consists of seven characters: the letters TG followed by a five-digit numeric or alpha-numeric ID. The TG number identifies your school as a destination point and enables you to exchange data with the CPS.

For information on becoming a destination point, contact CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

E-mail: CPSSAIG@ed.gov

2. Download the Electronic Data Exchange Technical Reference

The *2009-2010 Electronic Data Exchange (EDE) Technical Reference* contains the electronic application and correction record layouts you will need to create data records and develop your system as specified by the CPS. It also contains the ISIR record layout and other information needed to format your data correctly.

The *EDE Technical Reference* is available in Adobe PDF format on the Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

To download this document:

1. Go to the FSAdownload Web site.
2. Click *Technical References and Guides*.
3. Click *Electronic Data Exchange Technical Reference, 2009-2010*.
4. Right-click **PDF Format** next to "Record Layouts."
5. Click **Save Target As**, choose a target folder for the document file, and click **OK** to save.
6. Open the saved file in the Adobe Acrobat Reader to view and print the document.

The CPS Test Process

Steps for the CPS Test Process

1. Create or Request Data

To use the CPS Test System, you must create test application records or request Social Security Number (SSN) IDs to create your correction records. All application data transmitted to the CPS test system must be formatted according to the appropriate record layout in the *2009-2010 EDE Technical Reference*.

The *2009-2010 EDE Technical Reference* is available for download in Adobe PDF format at the Federal Student Aid Download (FSAdownload) Web site. See "Getting Started" on page 5 in this user guide for instructions.

Application Data for Testing

You can create test application records in the following three ways.

Download and Use the CPS Test Application and ISIR Files

You can download a file of dummy test application data from the FSAdownload Web site, along with its corresponding test ISIR file. The test file contains approximately 3,000 records. The Web site is located at fsadownload.ed.gov.

In the test application data file, use the method described in the "SSNs for Application Test Records" section later in this guide to change the dummy SSNs to identify them as specific to your destination point. The data on the ISIRs you receive should match the test ISIR file you downloaded from the FSAdownload Web site.

The 2009-2010 test data includes a record with NSLDS TEACH Loan Aggregate Data (Test Case 8: Val Demoteachloan) and a record with the new Special Circumstances flag set (Test Case 9: Helen Demospecialcircum).

To download the test application data file:

1. Go to the FSAdownload Web site.
2. Click *Technical References and Guides*.
3. Click **CPS Test System, 2009-2010**.
4. Click **Text Format** next to "Electronic Application Test Data."
5. Select **File, Save As** from your browser's menu bar and choose a location for the file.
6. Click **Save**.
7. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

Download and Use the CPS Test Application File as a Template

You can download the file of test application data from the FSAdownload Web site and use it as a template to create your own application data.

Be sure to change the SSNs using the method described on page 9 in the "SSNs for Application Test Records" section.

Remember, if you change any of the data in the test records other than the SSN, the resulting ISIRs will not match the CPS test ISIR file. You will need to check your results manually.

To download the test application data file, follow the instructions above in the "Download and Use the CPS Test Application and ISIR Files" section.

Create Your Own Application Data

If you prefer, you can create your own unique application test data according to the record layout specifications in the *2009-2010 EDE Technical Reference*. If you choose this method, you must manually check the ISIRs you receive.

To download the record layout specifications:

1. Go to the FSAdownload Web site.
2. Click *Technical References and Guides*.
3. Click *Electronic Data Exchange Technical Reference, 2009-2010*.
4. Right-click **PDF Format** next to "Record Layouts."
5. Click **Save Target As**, choose a target folder for the document file, and click **OK** to save.
6. Open the saved file in the Adobe Acrobat Reader to view and print the document.

SSNs for Application Test Records

Each test record must contain a dummy SSN. The first five characters of this dummy SSN must be your destination point, or TG, number. This ensures the test data you are submitting is unique to your destination point.

All characters in dummy SSNs must be numeric. If your TG number begins with "A," use "1" for the first character in your dummy SSNs. If it begins with "B," use "2."

We recommend using the remaining four characters to number the records in sequence. Here are some examples.

If your TG number is 79999, the SSNs of your first five application records could be:	If your TG number is A0001, the SSNs of your first five application records could be:
79999**0001** 79999**0002** 79999**0003** 79999**0004** 79999**0005**	10001**0001** 10001**0002** 10001**0003** 10001**0004** 10001**0005**

You can create and transmit as many application test records as you want.

If you plan to submit multiple files of electronic applications on the same day, use unique dummy SSNs for the students in all the files you submit on that day. Test records are cleared from the database each evening, so you can use the same set of dummy SSNs again the next day. The CPS runs the process once a day, excluding holidays and weekends.

School Codes for Application Test Records

A Federal School Code must be provided in the first school code position of each record. You can include a school code in positions 2 through 6 if you choose.

For each record sent and processed, you will receive one ISIR back in one of the following message classes:

> TDAP10OP – Daily Application ISIRs initiated from your destination point

> TGCO10OP – Daily Correction ISIRs initiated from your destination point

For message class names, see "Import Data to Your System" on page 10.

Correction Data for Testing

For correction records, you must contact CPS/SAIG Technical Support to obtain the SSNs for a series of test correction records that are already in the CPS test database. You can request up to 25 correction SSNs.

You can contact CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

E-mail: CPSSAIG@ed.gov

If you are submitting multiple corrections for your assigned correction IDs in a single day (whether in different batches or in the same batch), you must use the same Federal School Code in the correction for that SSN. The Federal School Code is located in field 51 (positions 599 to 604) of the electronic correction record layout in the *2009-2010 EDE Technical Reference*.

2. Export Data from Your System

After your test data is formatted according to the specifications in the Record Layouts section of the *2009-2010 EDE Technical Reference*, transmit the data through the SAIG using these message classes:

Applications	**TAPS10IN**
Corrections	**TCOR10IN**

The CPS processes the records it receives once a day, usually in the morning.

3. Import Data to Your System

After the CPS processes your test application files, it returns the data to your SAIG mailbox. The data is identified with these message classes:

Application ISIRs	**TDAP10OP**
Correction ISIRs	**TGCO10OP**

If your input files contain data outside of the CPS processing specifications, the CPS will not process your files. Instead, associated error files are placed in your SAIG mailbox for you to retrieve. The data is identified with these message classes:

Application errors	**TAPE10OP**
Correction errors	**TCOE10OP**

Use the Processing Codes section of the *2009-2010 EDE Technical Reference* to help you resolve the errors you receive in these files.

4. Review Test Results

Each school uses different systems and has different reasons for testing. You can conduct testing at your convenience, and the results are for your use only. Testing is optional; ED does not require it. The CPS Test System is a tool for you to use to ensure that your processing system interfaces properly with the CPS.

If you used:

- **The CPS test input file and changed only the SSNs**, you can check your results with the CPS test ISIR file. Both the test input file and the test ISIR file are available at the FSAdownload Web site.

- **The CPS test input file and changed the SSNs and other data** in the file, you must check the resulting ISIRs manually.

- **Data you created** using the *2009-2010 EDE Technical Reference* record layouts, you must check the resulting ISIRs manually.

Match Data

The match agency data on the test ISIRs is simulated data. It does not compromise any student's Personally Identifiable Information protected by the Privacy Act.

State Agency Testing

Steps for State Agency Testing

1. Download Test ISIRs

State agencies can test their systems by downloading a file of test ISIRs from the Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

To download the file of test ISIRs:

1. Go to the FSAdownload Web site.
2. Click *Technical References and Guides*.
3. Click **CPS Test System, 2009-2010**.
4. Click **Text Format** next to "Electronic Application Test Data."
5. Select **File, Save As** from your browser's menu bar and choose a location for the file.
6. Click **Save**.
7. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

2. Conduct Tests as Needed

After downloading the test ISIR file of approximately 3,000 records, you can use the test data as you choose. Since testing is not required, you can conduct the testing at your convenience.

Import the data into your system and review it to ensure the data is displayed correctly and used appropriately by your system.

Match Data

The match agency data on the test ISIRs is simulated data. It does not compromise any student's Personally Identifiable Information protected by the Privacy Act.

Web Demo Site

What is the Web Demo Site?

This Web site (fafsademo.test.ed.gov) offers demonstration versions of FAFSA on the Web and FAA Access to CPS Online. It offers most of the features of the production versions of the sites, except that no data is processed. On the Web Demo site, you can perform the functions listed below.

FAFSA on the Web

- Complete and submit a sample FAFSA

- Make corrections

- Check application status

- Sign applications electronically

- Search for Federal School Codes

- View and print SAR information

FAA Access to CPS Online

- View and print processed student data

- Apply signatures to records in a signature hold status

- Compare ISIRs

- Enter applications and make corrections

- Use the Verification Tool

- Request ISIRs

- Calculate and manage the return of Title IV funds

- Use the ISIR Analysis Tool to:
    - Review ISIR data
    - Analyze a Title IV applicant population
    - Generate standard and ad hoc reports

The site serves as a tool for financial aid administrators to demonstrate FAFSA on the Web to students and parents. Financial aid office staff can also use the site to learn about FAA Access to CPS Online, as well as FAFSA on the Web.

Preloaded test data is available for demonstrating pre-filled FAFSA on the Web and Corrections on the Web. Test student IDs and PINs are available for pre-filled applications and corrections.

FAA IDs and PINs are available for logging in to the FAA Access portion of the Web Demo site. For the ISIR Analysis Tool demo, 500 test ISIR records are preloaded.

All entered data is cleared from the database each evening. The site is unavailable on Sundays from 7 a.m. to 1 p.m. ET due to regularly scheduled maintenance.

System Requirements

The system requirements for the Web Demo site are the same as for the FAFSA on the Web and FAA Access to CPS Online production sites. For specific information, select the **Browser Requirements** link in the "Before Beginning a FAFSA" section on the FAFSA on the Web Demo site.

Accessing the Web Demo Site

The Web Demo site is password-protected. When you enter the site, a login box appears.

For the User Name (case-sensitive), type: **eddemo**

For the Password (case-sensitive), type: **fafsatest**

Click **OK**. The Welcome page appears. You can find test IDs and PINs on this page.

Getting Help

Sources of Assistance

Federal Student Aid Information Center (FSAIC)

You can get help with the FAFSA on the Web Demo site by contacting the FSAIC at:

800-4-FED-AID (800-433-3243)

TDD/TTY: 800/730-8913

Hours of operation are 8 a.m. to 12 a.m. ET, Monday through Friday, and 9 a.m. to 6 p.m. ET, Saturday (excluding federal holidays)

You can also contact Customer Service by e-mail at this address:

FederalStudentAidCustomerService@ed.gov

CPS/SAIG Technical Support

You can get help with the FAA Access to CPS Online Demo site and the CPS Test System by contacting CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

Hours of operation are 8 a.m. to 8 p.m. ET, Monday through Friday.

You can also contact CPS/SAIG Technical Support by e-mail at this address:

CPSSAIG@ed.gov

FSATECH

FSATECH is an e-mail listserv for technical questions about Federal Student Aid systems, software, and mainframe products.

For information on subscribing to FSATECH, go to:

ed.gov/offices/OSFAP/services/fsatechsubscribe.html